

Final file preparation guide for publication in *The Pan-Pacific Entomologist*

Please consult the specific format requirements in **Information for Contributors**:
www.cdfa.ca.gov/phpps/ppd/Entomology/PCES/Instructions.pdf

If possible, use the common font **Times New Roman** for the main text and **use as little formatting as possible** (use only **bold** and *italics* where necessary); and without indentation. Most formatting is done by our printer (Allen Press) according to the journal's style template. Special symbols (e.g. male or female sign) should be avoided because they are likely to be altered when files are converted. If you use them, list them in a file and send it in PDF or in hardcopy so that the typesetters at the PP publisher can find out what's missing after file conversion. You are recommended to code males as m# and females as f#; these can be replaced easily.

Specific points:

- 1) **Text of the manuscript.** Please save the file containing the text and tables as a RTF file. Do not double-space or use any footer/header. Captions for plates/figures should be inserted where you want your figures to be inserted, or listed at the end of the manuscript. Diagrams or charts generated in programs such as MS Excel® can be embedded in the text file as well.
- 2) **Tables.** Please use the table function in your word processor to build tables so that the cells can be easily re-sized to fit the page by the typesetters. Never use the Tab key to type tables, nor use space bar to adjust space. **If you have done this, please correct before submitting.**
- 3) **Figures.** Please note that the journal has a 'matter size' of 8 x 5 inch [approx. 12.5 x 19.5 cm] (printable area of the main text and plates on a page 10 x 6.5 inches). If the final size of your plates is greater than this, please crop extra white areas around plates or reduce it to this size; this will reduce file size. Plates containing only black&white lines/dots are line art works and must be scanned as such (i.e. 1 bit, monochrome line art) at 600 dpi. They should be saved in tiff file and LZW compression is recommended to be used to reduce file size for easy submission by e-mail. Plates containing greyscale drawings and photographs should be scanned at 300 dpi and saved in jpeg files at the highest quality (or they can be saved in TIFF, but the file size is big; use LZW compression to reduce file size). **Never modify photographs in the jpeg files; the print quality will be severely altered if you did that. You can modify files in the TIFF file and when completed, convert to jpeg for submission.** If you have color figures, it is best to group them together in plates, which will save cost.
- 4) **Literature Cited.** This must be formatted using *The Pan-Pacific Entomologist* style (see below for examples):

Journal paper	da Veiga-Ferreira, G. 1959. Revisao das especies Sul-Africanas da subtribo Psilopterina. <i>Revista de Entomologia de Moçambique</i> 2(2):423-546.
Book chapter	Bellamy, C. L. & G. H. Nelson. 2002. Chapter 41. Buprestidae Leach 1815, pp. 98-112. <i>In</i> : R. H. Arnett, Jr., <i>et al.</i> (Eds.). <i>American Beetles</i> , Volume 2, CRC Press, Gainesville, xiv + 861 pp.
Book	Cobos, A. 1986. <i>Fauna Iberica de Coleopteros Buprestidae</i> . Consejo Superior de Invervigaciones Cientificas, Madrid, pp. 1-364.
Internet resources	Beetles (Coleoptera) in Quaternary Studies at the Department of Geology, Colby College. Available from http://www.colby.edu/geology/Beetles.html (accessed 30 November 2004)
- Please note that (1) **journal titles must be written in full (not abbreviated)**; (2) page ranges are connected by a 'en dash' (MS Word character code: 2013), not a hyphen '-', which is used to connect two words. For websites, it is important to include the last date when you see that site, as it can be moved or deleted from that address in the future.
- 5) **Submission of files.** Please send final files (text & figures) by e-mail to the Managing Editor: cbellamy@cdfa.ca.gov